



Request to Amend Education Record Information, Instructions and Forms

I. Information

- Under the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, if a student believes the education records relating to the student contain information that is inaccurate, misleading, or otherwise in violation of the student's privacy rights, he/ she may request to have his/her education record amended.
- If a decision is made not to amend the record as requested, the student will be informed of this decision and of the student's right to a hearing as required under FERPA. On request, the student will be given an opportunity for a hearing to challenge the content of his/her education records.
- If, as a result of the hearing, a decision is made that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the record will be amended accordingly.
- If, as a result of the hearing, a decision is made that the information is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the student will be permitted to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision. Such statement will be maintained with the contested part of the record for as long as the record is maintained; and disclosed whenever the contested part is disclosed.

II. Instructions

- A student desiring to have his/her education record amended must complete and submit the attached "[Request to Amend Education Record](#)" to the Custodian of the record(s) that the student seeks to amend.
- The Custodian of such record will review the request and make a decision on the request, and provide written notice of the decision to the student.
- If a decision is made to not amend the record, the student may request a hearing to challenge the decision by completing and submitting the attached "[Student Request for a Hearing](#)" form to the College's Registrar within ten (10) business days from receipt of the decision.



COLLEGE of CHARLESTON

66 George Street
Charleston, SC 29424

Request to Amend Education Records

LAST NAME (STUDENT)	FIRST NAME	STUDENT IDENTIFICATION NUMBER
ADDRESS		TELEPHONE (LOCAL/ON-CAMPUS)
CITY, STATE, ZIP		LOCATION OF RECORD (OFFICE)

I have inspected my education records maintained in the _____ Office/Department at the College of Charleston. Under the provisions of the Family Educational Rights and Privacy Act (FERPA), I request that these records be amended in the manner listed below. (Use last page if additional space is needed):

I request that the following document(s) be removed from my file:

I believe it is in violation of my rights of privacy under FERPA as outlined below:

I have read the information on the Procedures for Requesting an Amendment of the Education Record and for Requesting a Hearing if Request is Denied

DATE	STUDENT SIGNATURE
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Custodian Reviewing Request to Amend Education Record

LAST NAME	FIRST NAME	DISPOSITION OF REQUEST
TITLE	DATE	

Reason for Approval/Disapproval (use next page if additional space is needed):

DATE	CUSTODIAN SIGNATURE
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The Custodian must send a copy of this form to the student making the request and to the office of the record location.

